

## Request for Proposals

Wanted to rent in Gorham/Berlin area of NH for an initial 3-year term, with the Tenant's option to extend the term for another 2 years, commencing March 1, 2005, approximately 800 – 1,000 square feet of office space for use by the State of New Hampshire, Bureau of Emergency Medical Services (BEMS). The space offered must meet the Bureau's programmatic needs and specifications, which include but are not limited to the following:

- The proposed annual rent must include provisions for all utilities (including air conditioning).
- All areas of the proposed facility and site must comply with the "State of NH Architectural Barrier-Free Design Code."
- The proposed space must test for, and provide certified compliance with, the standards set forth by the "Department of Environmental Services" for the "Clean Indoor Air Act" RSA 10-B.
- Proposals that offer office space located in existing "downtown" buildings shall be shown favorable preference during the RFP review process. This favorable preference is required by RSA 9-B, the State of New Hampshire's "Smart Growth" initiative.
- Parking must provide at least 10 visitors' spaces adjacent to the building, and at least 8 spaces for staff within reasonable walking distance (no greater than 800 feet from the building). Provision of parking must be free of additional charges, included in the proposed annual rent.
- A common exterior entrance is acceptable.
- Provide minimum of 3 private offices measuring approx. 9' x 12' each plus a reception and waiting area.
- Provide accommodation for a photocopier, fax machine, a computer server, and file cabinets. The balance of the space shall be set up as "open" office space.
- A large conference room (approx. 12 x 20) shall be either located within the agency's space, or shared in common with other Tenants.
- Rest rooms and a staff break room shall be located in close proximity to the agency, but may be shared in common with other Tenants.

Interested parties must submit a written proposal, which is to include: locus map, photographs, accurately scaled floor plans and schematic sketches. The State will work with the proposed landlord's representative to develop floor plans that meet the programmatic needs of BEM. During the design development process, all architectural drawings must be made available to the BEM in digital "CAD" format. The cost of any initial design development shall be at the Landlord's expense and does not guarantee a binding lease agreement. A pre-proposal, letter of interest must be submitted to BEM no later than 4:00 PM on Monday, November 1, 2004. Letters are to be addressed and delivered to: Bruce McPherson, Division of Fire Standards and Training and Emergency Medical Services, 33 Hazen Drive, Concord, NH 03305-0001. Please call 603-271-2661 to request further information. The State of New Hampshire reserves the right to accept or reject any or all proposals.